

"MELROSE VILLAGE" BID FORMATION PROJECT

Date	#hrs.	Task	\$9,000.00 Task 1 Feasibility Study	\$5,000.00 Task 2 Database	\$12,000.00 Task 3 MDP & Engr's Rpt	\$10,000.00 Task 4 Petition Drive	\$4,000.00 Task 5 Ballot Drive	\$20,000.00 Task 6 Proof of Non-Profit Status	\$20,000.00 Task 7 Initial Implementation	\$6,000.00 Task 8 General Benefit Survey	\$80,000.00 Task 9 Totals
8/0/2011	8.00	Initial map review & revision; coordination w/ Keyser Marston. Download APN parcel map pages. Database setup. APN data analysis. Format HDL data.	6.00	2.00							
8/9/2011	2.50	Field inspection of "target area."	2.50								
8/10/2011	8.00	Database setup & analysis.	6.00	2.00							
8/11/2011	8.00	Finalize & submit db for Dennis Rader review	2.00	6.00							
8/14/2011	4.00	Refine DB w/ data refinements;		4.00							
8/15/2011	4.00	2nd floor area database refinements.		4.00							
8/22/2011	4.00	2nd Floor data refinements	4.00								
8/23/2011	4.00	Prepare Agenda & notice for Melrose Village Property Owners Assn Mtg.	4.00								
8/23/2011	4.00	Participate in Melrose Village Property Owners Assn Mtg.	4.00								
8/23/2011	5.50	Draft Feasibility Study	5.50								
8/25/2011	6.00	Draft Feasibility Study	6.00								
8/27/2011	5.50	Draft Feasibility Study	5.50								
8/28/2011	6.00	Final draft Feasibility Study; copies & binding; distribute to CC & MVPOA	6.00								
9/11/2011	2.00	Prepare letter to Paul Koretz recommending capital improvement project for Melrose area.		2.00							
9/28/2011	2.00	MVPOA Bd Mtg prep; packet prep; capital improvement fr request prep.		2.00							
9/27/2011	4.00	Prep for & participation w/ MVPOA Bd Mtg. Prep for Nov 1 property owner mtg.		2.00	2.00						
9/28/2011	4.00	Database transfer of individual owner contact info.		2.00	2.00						
10/27/2011	3.50	Prepare for MVPOA Bd Mtg.		2.50	1.00						
10/28/2011	3.00	Prepare for & participate in MVPOA Bd Mtg.; prep for 2nd open property owner mtg.		3.00							
10/28/2011	1.50	Mtg w/ Fairfax-HS Principal, et al w/ Deny.		1.50							
11/3/2011	6.00	"Dirty Pictures" video presentation preparation.				6.00					
11/4/2011	4.00	Preparation for open property owners meeting on Nov 14.				4.00					
11/7/2011	5.00	Preparation for property owners mtg; & handout materials.				5.00					
11/10/2011	4.50	Preparation for property owners mtg; booklet preparation; efforts to contact Fresh & Easy; contacts w/ Council Office re capital improvement program fr; contact w/ Brandon Guppy re logo ideas; mtg presentation prep.		2.25	2.25						
11/14/2011	8.00	Preparation for & participation in property owners mtg.		4.00	4.00						
11/23/2011	4.00	Draft MDP		4.00							
11/24/2011	6.00	Draft MDP		6.00							
11/25/2011	4.00	Draft MDP		4.00							
11/27/2011	3.50	Draft MDP		3.50							
12/6/2011	2.00	Mtg w/ Cerrell & Associates re BID formation support.				2.00					
12/20/2012	6.00	Draft ER		6.00							
12/21/2012	6.00	Draft ER		6.00							

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12/22/2012	4.00	Finalize MDP / ER Package			4.00						
1/4/2012	2.00	Respond to Deny's boundary question.			2.00						
1/31/2012	2.50	Ming w/ Brandon @ Tough Guppy Productions re logo; field work re Fairfax, LaBrea, & Highland.			2.50						
2/10/2012	2.00	Ming w/ John Demeil re BID formation & implementation.			2.00						
2/22/2012	3.25	Prepare for & participate in Jebrin ming w/ Dennis & Don W			3.25						
2/23/2012	2.00	Meeting w/ City Clerk's Office to review MDP/ER comments			2.00						
2/26/2012	5.00	MDP / ER legal description revisions.			5.00						
2/29/2012	4.00	Prepare for & participate in MVFOA Bid Ming re logo, field branding, Petition Drive, MDP/ER.			4.00						
3/2/2012	2.00	Prepare for & participate in Fresh & Easy Ming.			2.00						
3/2/2012	1.00	Media District research of boundaries;			1.00						
3/3/2012	4.00	MDP / ER revision			4.00						
3/4/2012	2.00	MDP / ER revision			2.00						
3/5/2012	3.50	MDP / ER revision			3.50						
3/6/2012	4.00	Planning for Petition Drive			4.00						
4/10/2012	2.00	Mid City West Neighborhood Council re BID formation process & F&E			2.00						
4/13/2012	2.50	F&E conflict facilitation			2.50						
5/11/2012	4.00	Redraft 2 zone MDP / ER			4.00						
5/12/2012	4.00	Redraft 2 zone MDP / ER			4.00						
5/13/2012	4.00	Redraft 2 zone MDP / ER			4.00						
5/27/2012	2.00	Prepare for & participate in Petition Drive Kickoff Ming			2.00						
5/28/2012	4.00	Petition prep & email distribution			4.00						
5/29/2012	1.00	Petition prep & distribution; contacts			1.00						
5/31/2012	2.00	Petition prep & distribution; contacts			2.00						
6/1/2012	2.00	Telecon w/ F&E, Farassite, Ashkanaze, DW, DW2, Milan,			2.00						
6/1/2012	1.00	PDF prep;			1.00						
6/4/2012	0.50	Final corrections for MDP & ER			0.50						
6/4/2012	1.00	Hoee Lutheran Church & Farassat Petitions.			1.00						
6/5/2012	4.00	Petition Drive Ming w/ Formation Committee; chase Petitions w/ Dony & Sylvia (Bugolo, Joy Harris, Farassat, HOPE)			4.00						
6/10/2012	3.00	Submit Petitions & maintain contact records, coordination of Pet Drive			3.00						
6/12/2012	4.00	Melrose Elementary presentation; Farassat ming, Ryan Schmiel telecon & coord;			4.00						
6/13/2012	2.50	Petition accounting; telecon w/ DW, DW, email w/ all x3;			2.50						
6/25/2012	2.00	Petition Drive Email & FUJ			2.00						
6/26/2012	3.00	Petition Drive Email & FUJ			3.00						
6/27/2012	1.50	Petition Drive Email & FUJ			1.50						

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7/1/2012	2.00	Petition Drive Email & FU	57.14			2.00					
7/21/2012	3.50	Petition Drive Email & FU				3.50					
7/27/2012	3.50	Petition Drive Email & FU				3.50					
7/29/2012	2.00	Petition Drive Email & FU				2.00					
7/30/2012	7.00	Petition Drive Email & FU				7.00					
8/3/2012	2.50	Prepare for & participate in Board Petition Drive mtng				2.50					
8/6/2012	2.00	Petition prep & fu				2.00					
8/23/2012	2.50	Prepare for & participate in Board Petition Drive mtng				2.50					
8/27/2012	4.00	Petition prep & fu				4.00					
9/5/2012	4.00	Petition prep & fu, 5 more petitions for Don W, update count; prepare list of 8 new research requests for Julian; prep & dist Affidavit request to CDS;				4.00					
10/26/2012	3.00	Prepare for & participate in Bd petition drive mtng, mtng prep, packet prep, prepare Saunders LaBrea Willoughby Coalition & Mirt Smith painting.				3.00					
10/28/2012	3.00	Petition fu; list to Don W; submit petitions to City; research & prepare petitions & contact info for Bd Members				3.00					
11/26/2012	6.50	Prepare add'l petitions for sign, research for telecon & other contact info; telecon w/ DW & Dwertraub; project planning for future.				6.50					
11/27/2012	2.50	Analyze & craft resolutions for non profit issue; telecon w/ Paul M; email to legal; review draft docs				2.50					
11/30/2012	1.50	Prepare for & participate in Melrose Committee petition drive mtng.				1.50					
12/2/2012	4.00	Prepare additional petitions & final Ballot Drive docs				4.00					
12/11/2012	3.00	Prepare additional petitions for Don W.; telecon w/ DW; telecon w/ JD re non-profit plan & Affidavit;				3.00					
1/1/2013	3.50	Non-profit negotiations & email to John Darnell & Melrose Bd re process & CC support.				3.50					
2/10/2013	2.50	Draft Vista Del Mar concept agreement, coordinate w/ all; prep for Bd Mtng plus VDM Petition & Agreement signed				2.50					
2/15/2013	3.00	Prepare for & participate in Melrose BID Formation Committee Board Meeting; Chorbanan mtng;				3.00					
2/18/2013	2.00	Misc. fu w/ DW & DW; Petition telecon & fu w/ Richard J;				2.00					
4/1/2013	4.00	Survey design; draft questions; analysis of 2 zones for impact on statistics; organize staffing.								4.00	
4/2/2013	1.50	Prepare Survey Response Summary form.								1.50	
5/2/2013	1.50	Supervise intercept survey; kick-off instructions to survey team; telephone support.								1.50	
5/4/2013	2.00	Supervise intercept survey; telephone support; pay survey team;								2.00	
5/6/2013	3.00	Data evaluation & analysis; date formula input; analysis & clarification; analyze possibility of data corruption;								3.00	
5/8/2013	4.00	Revise MDP for survey & new City Attorney std.								4.00	
5/9/2013	4.00	Revise MDP for survey & new City Attorney std.								4.00	
5/10/2013	4.00	Revise ER for survey & new City Attorney std.								4.00	

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5/11/2013	4.00	Revise ER for survey & new City Attorney std.	51.43 Task 1	28.57 Task 2	68.57 Task 3	57.14 Task 4	22.86 Task 5	114.29 Task 6	114.29 Task 7	4.00 Task 8	457.14
5/12/2013	4.00	Revise ER for survey & new City Attorney std.									
5/13/2013	3.50	Finalize & submit all revised docs.									
6/12/2013	2.00	City Council Mtg for ROI									
6/16/2013	1.50	Ballot Drive Coordination Ed Mtg., call non-profits & Union to vote.					2.00				
6/17/2013	1.50	DB prep for Deny					1.50				
6/22/2013	3.00	Ballot Affidavit prep x5, prep for Far east mtg, Far east mtg, tele schools;					1.50				
6/28/2013	3.00	Hope Lutheran Church cash flow analysis lt; prep, prep for Monday contacts;					3.00				
7/4/2013	1.50	Distribute Hope Lutheran lt; messagok affidavit; oohon aff flu; Jennifer Jones aff flu; file maintenance;					3.00				
7/7/2013	2.00	Pastor Mark tele; LAUSD flu; tele w/m Joyce K & Blucas;					1.50				
7/8/2013	0.75	LAUSD email					2.00				
7/15/2013	3.00	Ballot collection & submittal to City Hall; affidavit email prep;					0.75				
7/16/2013	2.50	Allidavit prep; telecon w/ Groundings & Clarence Garin et al; email re LAUSD ballots;					3.00				
7/22/2013	7.00	Database development & refinement of Property Owner list;					2.50	7.00			
7/30/2013	5.00	City Council Mtg, Council Ofc mtg; develop amendment language w/ MP et al; field prep re non-Melrose fronting residential;					5.00				
8/2/2013	3.00	Prep for 1st implementation meeting. Participation in Board meeting. Mtg w/ Lindsay Kennedy re MAMA.						3.00			
8/3/2013	2.00	follow-up communication w/ Board. Also email to City Clerks Ofc re cash flows.						2.00			
8/6/2013	2.50	Prep for & participate in Japan Harajuku Street event mtg;							2.50		
8/6/2013	0.75	Email to Esther Eisenstein w/ all re trees, alley re-paving, noise complaints. Schedule mtg w/ JD, Deny, et al for discussion;						0.75			
8/12/2013	1.50	Mtg w/ Deny W, Sylvia, John Darnell re Japan Harajuku; trees removal; other implementation issues;									
8/13/2013	2.50	Mtg w/ Brandon Lawrence re logo, website, social media re post; telecon w/ Deny, telecon w/ Brian Swords re need for concrete details;							1.50		
8/19/2013	1.50	Prep for & participate in mtg w/ Brian Swords; email w/ Deny; email w/ others;							2.50		
8/19/2013	2.50	Harajuku planning & email to B Ovrom; Sean Arsan; telecon w/ Brian Swords; tele w/ Craig Donahue;							1.50		
9/24/2013	2.00	Prepare for & participate w/ mtg w/ Luis Jimenez re incorp. FEIN, tax exempt filing.							2.50		
9/24/2013	1.50	Prepare for & participate in mtg w/ Principal @ Fairfax HS & Trading Post principals & D&S re future plans.							1.50		
9/24/2013	0.50	Harajuku internet research & email dist to board re; email City to prepare contract for BID administration;							1.50		
9/25/2013	1.25	Respond to Eisenstein petition for alley repairs; tele / email Darnell re CD5 gifts for Japan; email conversation cnt for Japan gifts; tele Deny re formation of non-profit x2;							0.50		

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 15 2015**

MELROSE BUSINESS IMPROVEMENT
ASSOCIATION
C/O DONALD DUCKWORTH
1934 WILSON AVE
ARCADIA, CA 91006

Employer Identification Number:
46-4202182
DLN:
17053153317005
Contact Person: MARK BRECKNER ID# 95217
Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
November 25, 2013
Contribution Deductibility:
No
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(6). This letter could help resolve questions on your exempt status. Please keep it for your records.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-NC" in the search bar to view Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), which describes your recordkeeping, reporting, and disclosure requirements.

Letter 948

MELROSE BUSINESS IMPROVEMENT

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey I. Cooper". The signature is stylized and cursive.

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

3621144

FILED

Secretary of State
State of California

NOV 25 2013

Eme
P

**Articles of Incorporation
Of
Melrose Business Improvement Association**

icc

Article I:

The name of the corporation is **Melrose Business Improvement Association**.

Article II:

This corporation is a nonprofit Mutual Benefit Corporation organized under the Nonprofit Mutual Benefit Corporation Law. The purpose of this corporation is to engage in any lawful act or activity, other than credit union business, for which a corporation may be organized under such law.

The specific purpose of the corporation is to revitalize and enhance Melrose district area within Los Angeles County, California.

Article III:

The name and address in the State of California of this corporation's initial agent for service of process is Donald Duckworth: 1934 Wilson Ave., Arcadia, Ca. 91006.

Article IV:

The street and mailing address of the business of the corporation in California is: 1934 Wilson Ave., Arcadia, Ca. 91006.

Article V:

The Corporation is organized exclusively for non-profit purposes within the meaning of Section 501 (c)(6) of the Internal Revenue Code or the corresponding provision of any future United States Internal Revenue Law.

Article VI:

Upon dissolution of the Corporation's affairs, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the Corporation, distribute, transfer, convey, deliver and pay over all of the assets of the Corporation then remaining in the hands of the Corporation to any other organization qualifying under Section 501(c)(3) or 501(c)(6) of the Internal

Revenue Code as an exempt organization, to be exclusively for the purposes described hereinabove. Any such assets not disposed of shall be disposed of by the Superior Court of the County in which the principal office of the Corporation is then located, to another organization as said the court shall determine, to be used in such a manner as in the judgment of the court will best accomplish the general purposes for which the dissolved organization was organized.

Article VII:

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of section 501(c)(6) purposes. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income tax under section 501(c)(6) of the Internal Revenue Code.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal Income tax under section 501(c)(6) of the Internal Revenue Code.

IN WITNESS WHEREOF, the undersigned has executed these Articles of Incorporation this 13th day of November, 2013.

Signature of Incorporator

L. A. Jimenez

Name of Incorporator

Luis A. Jimenez

Date

11-13-2013



0200 - 001A



I hereby certify that the foregoing
transcript of 2 page(s)
is a full, true and correct copy of the
original record in the custody of the
California Secretary of State's office.

NOV 26 2013 GL

Date: _____

Debra Bowen
DEBRA BOWEN, Secretary of State

BYLAWS
OF
MELROSE BUSINESS IMPROVEMENT ASSOCIATION
A California Nonprofit Mutual Benefit Corporation
December 12, 2013

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